

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES <b>POLICY AND PROCEDURES</b>		P & P No. 10-0021	Page 1 OF 1
		Effective Date November 1, 1984	
SUBJECT  LETTERS OF APPRECIATION		Supersedes P & P No. New	Dated
		APPROVED BY <i>Wann Spahr</i> 10/2/84	
DIVISION Commissioner	SECTION Commissioner's Office	CHAPTER TITLE Policy	

PURPOSE:

To provide a formal policy and instructions for preparing letters of appreciation to the Department's retirees.

POLICY:

It shall be the policy of the Department that all persons retiring from State service shall receive a letter of appreciation signed by the Commissioner.

DISTRIBUTION:

All Policy & Procedures Manual Holders.

PROCEDURE:

When regional personnel offices are notified of an employees intent to retire, they shall notify the employee's supervisor to prepare a draft letter highlighting the employee's contributions to State service and the Department. The immediate supervisor shall prepare the draft letter, consulting with the employee's division Director and Deputy Commissioner, and forward it to the regional personnel office. The regional personnel office will review and forward the draft letter to the department personnel office two weeks prior to the official retirement date. The department personnel office will prepare the letter in final form, secure the Commissioner's signature, and return the letter of appreciation to the region for presentation by the Deputy Commissioner.